

# Retention and Classification Report

**Agency:** Orem (Utah). Public Works (748)  
1450 West 550 North  
Orem, UT 84057

**Records Officer** Tara Calancea

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**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22934

3

**TITLE:** Auction vehicle records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

**RETENTION:**

Retain three years after disposition of vehicle

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 2.

**AUTHORIZED:** 05/22/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22934

**TITLE:** Auction vehicle records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22931

3

**TITLE:** Automotive Service Excellence certification copies

**DATES:** 1985-

**ARRANGEMENT:** Chronological by expiration date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain this copy for 3 year after separation or retirement.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

**AUTHORIZED:** 05/22/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years after separation or retirement and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22931

**TITLE:** Automotive Service Excellence certification copies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 84633

4

**TITLE:** Cemetery records

**DATES:** undated

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery.

Information includes grave sites given by lot, plat, and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22935

3

**TITLE:** Fleet education information

**DATES:** 1984-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

**RETENTION:**

Retain 6 years or until obsolete.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 15.

**AUTHORIZED:** 05/22/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until obsolete and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22935

**TITLE:** Fleet education information

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23018

3

**TITLE:** Fleet Services safety meeting records

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, thereunder by meeting date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This records series contains documentation related to the weekly Fleet Services safety training meetings, which all Fleet Services personnel attend. Included are meeting minutes, attendance records, date of meetings miscellaneous shop topics, safety suggestions, and handbook policies overview.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 18.

**AUTHORIZED:** 06/26/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23018

**TITLE:** Fleet Services safety meeting records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 24049

3

**TITLE:** Insurance expiration log

**DATES:** ca. 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

**RETENTION:**

Retain in office 1 year.

**DISPOSITION:**

Destroy provided document has expired and is replaced with current certificate.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 32.

**AUTHORIZED:** 12/12/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy provided document has expired and is replaced with current certificate.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 24049

**TITLE:** Insurance expiration log

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-201 (2008).

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23334

3

**TITLE:** Mileage reimbursement request records

**DATES:** ca. 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are forms signed by customers requesting a refund of monies paid to the entity.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 17.

**AUTHORIZED:** 12/12/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23334

**TITLE:** Mileage reimbursement request records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23335

3

**TITLE:** Neighborhood Meeting minutes

**DATES:** ca. 1980-

**ARRANGEMENT:** Alphabetical by project name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23335

**TITLE:** Neighborhood Meeting minutes

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22943

3

**TITLE:** Nightly work reports

**DATES:** 1992-1994.

**ARRANGEMENT:** Chronological by year

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 11.

**AUTHORIZED:** 05/22/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22943

**TITLE:** Nightly work reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23041

3

**TITLE:** Orem Family Summerfest Festival files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain in office permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 13.

**AUTHORIZED:** 07/18/2000

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23041

**TITLE:** Orem Family Summerfest Festival files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23015

3

**TITLE:** Public Works uniform allowance records

**DATES:** 1995-

**ARRANGEMENT:** Chronological by semi-annual scheduled payment

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This records series documents the receipt and expenditure of a semi-annual uniform allowance issued to eligible Public Works employees. A check request is completed for each division listing employee's name and how much they are permitted to spend. Each employee then receives an established amount of cash which they use to purchase uniform items. The receipts are then returned to document their purchases along with unspent funds. Information includes a listing of employees who have received a uniform allowance, how much they spend and the division of Public Works they are assigned to. Also included are the check request number and amount.

**RETENTION:**

Retain in office 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23015

**TITLE:** Public Works uniform allowance records

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23117

3

**TITLE:** Receipt log

**DATES:** ca. 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a log which documents revenue received by Public Works from various fees paid by citizens and developers. It is originally in the form of a hand-written log, and then later transcribed into a computer file. It is used in-house as a reference. Information includes date, name of payee, amount paid, description of service provided and method of payment.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23117

**TITLE:** Receipt log

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23343

3

**TITLE:** Safety Record Recognition Program tracking records

**DATES:** 1995-2015.

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by section name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are forms used as part of a recognition system designed to promote safety in the workplace. The forms track each Public Works section's safety performance and awards received. Also included are safety award certificates. Information includes section name, inclusive dates, and specifics of safety accomplishments.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

**AUTHORIZED:** 12/12/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Optical disks: Retain in Office for 2 years and then destroy.

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23343

**TITLE:** Safety Record Recognition Program tracking records

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23342

3

**TITLE:** Telephone message registers

**DATES:** 1998-

**ARRANGEMENT:** Chronological by date of message

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These registers compile all of the daily telephone messages taken by the Public Works administrative secretary. Information includes name of person message is intended for, date, time, name and contact information for person leaving message, message and priority of message.

**RETENTION:**

Retain 6 months.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23342

**TITLE:** Telephone message registers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2)(d)(2008)

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 25626

3

**TITLE:** Utility billing records

**DATES:** 1997-

**ARRANGEMENT:** Numeric by account number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**RETENTION:**

Retain at least for 3 years. Can be retained longer depending on computer file up date.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

**AUTHORIZED:** 10/28/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative Fiscal Historical

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 25626

**TITLE:** Utility billing records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63-2-(2)(b)(d)

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23051

3

**TITLE:** Vehicle bid specifications

**DATES:** ca. 1995-

**ARRANGEMENT:** Numerical by vehicle type

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This records series contains the bid specifications for various vehicles purchased by Orem City. After Public Works receives approval for the purchase of a vehicle, the bid specifications and a vendor list are sent to the purchasing agent. The bid specifications describe the details of the type of vehicle Orem City plans to purchase. The purchasing agent then disseminates the bid information to the vendors and places an advertisement in the newspaper. The vendors use the bid specifications in determining what their asking price will be, and then submit their bid to Public Works within a specified time period. All the bids are reviewed and a selection is made. Information includes gross vehicle weight (GVW), engine size, tire size, transmission type, interior and exterior color, brake type, axle weights, gear ratio, trim package, radio, etc.

**RETENTION:**

Retain 4 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

**AUTHORIZED:** 11/17/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23051

**TITLE:** Vehicle bid specifications

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22976

3

**TITLE:** Vehicle emission certification files

**DATES:** 1992-

**ARRANGEMENT:** Chronological by month, thereunder by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This records series consists of vehicle emission certification for both the city shop and its mechanics, as required by UCA 41-6-163.6(1)(b)(2000). Also included are Utah County technical bulletins, Utah County Health Department vehicle emissions permit blank forms and station performance reports.

**RETENTION:**

Retain 1 year or until superseded by annual renewal certification.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until superseded by annual renewal certification and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22976

**TITLE:** Vehicle emission certification files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22933

3

**TITLE:** Vehicle filter records

**DATES:** 1988-

**ARRANGEMENT:** Numerical by vehicle number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION:**

Retain 1 year after disposition of vehicle.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 9.

**AUTHORIZED:** 05/22/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22933

**TITLE:** Vehicle filter records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22947

3

**TITLE:** Vehicle fleet workload reports

**DATES:** 1992-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

**RETENTION:**

Retain for 6 months after maintenance is completed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 7.

**AUTHORIZED:** 05/23/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after maintenance is completed and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22947

**TITLE:** Vehicle fleet workload reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22945

3

**TITLE:** Vehicle history files

**DATES:** 1982-

**ARRANGEMENT:** Numerical by vehicle number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION:**

Retain copy in office for one year. (Original documentation to be given to purchaser of vehicle.)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 9.

**AUTHORIZED:** 05/23/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until disposition of vehicle.

Paper copy: Retain in Office for 1 year after disposition of vehicle and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22945

**TITLE:** Vehicle history files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22946

3

**TITLE:** Vehicle wiring diagrams

**DATES:** 1990-

**ARRANGEMENT:** Numerical by vehicle number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION:**

Retain 1 year after disposition of vehicle.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 9.

**AUTHORIZED:** 05/23/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 22946

**TITLE:** Vehicle wiring diagrams

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23017

3

**TITLE:** Work scheduling calendar

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This records series consists of a daily log of city vehicles brought to the Fleet Division of Public Works for repair. This log is used by the fleet manager to gauge the work load when assigning vehicle repair and maintenance tasks. Information includes vehicle number, date work is scheduled to be performed, time vehicle will be delivered to shop, time and date vehicle is needed back in service, and a listing of needed repairs.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). Public Works

**SERIES:** 23017

**TITLE:** Work scheduling calendar

(continued)

**PRIMARY CLASSIFICATION:**

Public